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DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, DC 20350-2000

OPNAVINST 5200.25C
OP-09B24
5 December 1991

OPNAV INSTRUCTION 5200.25C

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: CNO MANAGEMENT CONTROL PROGRAM

Ref: (a) 31 USC 3512 (Federal Managers' Financial Integrity Act of 1982)
(b) OMB Circular A-123, Revised 4 Aug 86 (NOTAL)
(c) DOD Directive 5010.38 of 14 Apr 87 (NOTAL)
(d) SECNAVINST 5200.35C

1. Purpose.

a. To implement references (a) through (d).

b. To make the MC Program an effective and economical management process to identify and correct material weaknesses at all levels of command.

2. Cancellation. OPNAVINST 5200.25B.

3. Background. Reference (a) requires a continuing evaluation of management controls and an annual report on compliance with General Accounting Office (GAO) standards for management control. Reference (b) provides guidance for conducting evaluations and requires that all managers be involved in the MC Program. References (c) and (d) implement the MC Program in the Department of Defense (DOD) and the Department of the Navy (DON), respectively.

4. Definition. Management control is the action taken by an organization to enhance the likelihood that its missions and goals will be carried out effectively, efficiently and economically in accordance with the intent of applicable laws.

5. Policy. All addressees shall maintain effective systems of management control. Each management level shall continually evaluate, document and test its controls utilizing the management control review (MCR) process specified by reference (d), in conjunction with existing evaluation processes such as audits, command inspections, program reviews, studies, etc. Commanders shall keep their immediate superiors in command aware of material weaknesses not correctable at the local level using existing reporting procedures. This does not require reporting certification in accordance with reference (d) at the command level. However, this does not relieve the commander from implementing and maintaining internally a full and active MC Program.

6. Responsibilities. The Vice Chief of Naval Operations (VCNO) is the MC Program senior management official for the CNO. To support the VCNO, the following responsibilities are assigned:

a. The Assistant Vice Chief of Naval Operations (OP-09B) is responsible for CNO MC Program management and administration and shall:

(1) Act as the CNO focal point, disseminating guidance and procedures to fulfill the intent of the MC Program.

(2) Publish a MC Program training manual for the use of all managers and coordinators.

(3) Prepare annual report.

b. OPNAV Principal Officials will certify for their constituents based upon the policy of this instruction.

c. All echelons of command shall:

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- (1) Conduct and document risk assessments of all assessable units.
- (2) Schedule and conduct MCRs of assessable units rated as high or medium risk.
- (3) Appraise the performance of the manager accountable for each assessable unit.
- (4) Provide MC Program training.

7. Action. Addressees may issue specific implementation guidance to their commands to facilitate compliance with the provisions of this instruction.

J. L. JOHNSON
Vice Chief of Naval Operations

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